



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 4400.18B
LOG
6 JUL 1992

BASE ORDER 4400.18B

DISTRIBUTION MADE

BY

Amelkman

From: Commanding General
To: Distribution List

0755 15 Jul 92 (TIME & DATE)

Subj: FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE (FSMAO) UTILIZATION AND REPORTING PROCEDURES

Ref: (a) MCO P4400.160A
(b) SECNAVINST 7510.7E

Encl: (1) Endorsement Format

1. Purpose. To promulgate command policy concerning FSMAO analysis and to provide internal command procedures and time frames for processing FSMAO reports.

2. Cancellation. BO 4400.18A.

3. Background. FSMAO's are designated field agencies of the Commandant of the Marine Corps (CMC) and are attached to specific Marine Corps activities for administrative purposes only. FSMAO's are directly responsible to the CMC, specifically; operational control is maintained by the Installations and Logistics Department (L) while technical direction is vested in the Materiel Policy, and Readiness Branch (LPP). FSMAO-1 is located at Marine Corps Base, Camp Lejeune and conducts analysis primarily in the Eastern United States and specified overseas areas.

a. Mission

(1) General Information. The mission of the FSMAO Program is to identify and assist in resolving problem areas in supply and maintenance management. FSMAO will recommend necessary actions for improvements in the administrative and accounting procedures inherent to the logistical operations of the organization being reviewed.

(2) Scope. To accomplish its mission, FSMAO representatives will conduct a comprehensive analysis of all matters pertaining to Marine Corps supply and maintenance management programs. Deviation from Marine Corps supply and maintenance management directives, technical publications, procedures and other matters of a significant nature regarding the efficient and effective management of supply or maintenance will be reported to the appropriate authorities identified in this Order. When the examination of data reveals a degraded logistics posture within the organization, the Officer In Charge (OIC) of FSMAO may recommend additional assistance. The extent of the assistance will be determined through liaison between the OIC of FSMAO and the cognizant organizational commander, and may be provided in the form of correspondence or on-site assistance by representatives of FSMAO. When the situation warrants additional analysis/assistance, the CMC (LPP/Inspector General of the Marine Corps) may direct the OIC of FSMAO to provide such service.

4. Analysis Objective. The objective of the FSMAO analysis is to promote efficiency in supply and maintenance management operations by:

a. Providing clarification of Marine Corps supply and maintenance directives and publications.

b. Isolating problems related to supply and maintenance procedures, providing instructions in proper procedures as necessary and appropriate.

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MCB WITHIN 48 HOURS

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c. Apprising commanders in the chain of command of significant discrepancies and problem trends.

d. Providing the CMC (LPP-1) information on the effectiveness of Marine Corps supply and maintenance directives, technical publications and procedures to include recommended changes, when appropriate.

5. FSMAO and Command Relationship

a. FSMAO teams are authorized to analyze all correspondence, vouchers, accounts, and records of supply and maintenance activities and to require a physical inventory of all Government property, when deemed necessary. A scheduled analysis will encompass all matters which pertain to the administration of supply and maintenance procedures of the activity being analyzed.

b. To determine that the best interests of the Government are protected, the representatives of FSMAO have the authority to trace the receipt, maintenance, and disposition of supplies and equipment through any existing records.

c. Commanding officers, supply officers, and maintenance officers will cooperate in all aspects with the FSMAO personnel conducting the analysis. When required, clerical assistance will be provided by the unit being analyzed. Commanding officers of units being analyzed will not use the analysis team personnel for local duties except in an emergency.

d. To permit efficient accomplishment of field analysis, commanding officers of units being analyzed will make available all necessary personnel of their commands.

e. To ensure a complete and comprehensive analysis of all matters pertaining to the administration of the supply and maintenance systems and consistent with the security clearance and the stated mission of the field analysis team, team members will be afforded access to every facility operated or managed by the organization being visited.

6. Scheduling. The OIC of FSMAO will schedule the analysis of sufficient duration to ensure analysis objectives are satisfied. Scheduling will be conducted at the Major Subordinate Command level in all cases. Additionally, the following applies:

a. Frequency of analysis will normally be performed per appendixes A and B of reference (a).

b. Copies of the FSMAO fiscal year analysis schedules will be forwarded to the Commanding General (Assistant Chief of Staff, Logistics), Marine Corps Base, Camp Lejeune, North Carolina. This enables the appropriate agency to coordinate all inspections, analysis, visits, and audits.

c. The FSMAO notification letter is to arrive at the unit/organization being analyzed, along with a copy of the current Headquarters Marine Corps (HQMC) approved FSMAO "standardized checklist", at least 30 days prior to the commencement of an analysis. The notification letter contains an endorsement letter that is to be returned to the FSMAO acknowledging receipt of the notification and the checklist.

7. Marine Corps Base Responsibilities

a. Assistant Chief of Staff, Logistics. The Assistant Chief of Staff, Logistics is the FSMAO liaison officer and the initial point of contact for all FSMAO matters and is responsible for coordinating and monitoring compliance with references (a) and (b), and this Order.

b. General staff officers, commanding officers (Functional Area Managers) having cognizance over the areas or organizations to be analyzed will:

(1) Furnish FSMAO-1 and the Assistant Chief of Staff, Logistics the name and telephone number of the overall point of contact for the analysis.

(2) Host the FSMAO team.

(3) Arrange for the "In" and "Out" briefs conducted by the FSMAO team.

(4) Keep the Assistant Chief of Staff, Logistics informed on the progress of the analysis and provide notification of scheduled "In" and "Out" briefs and any other special meetings required during the course of the analysis.

(5) Respond to the FSMAO findings in the format shown in the enclosure to the Commanding General, Marine Corps Base (Assistant Chief of Staff, Logistics) or as directed in the cover letter of the formal analysis.

(6) Take appropriate measures to ensure timely action on FSMAO recommendations as outlined in paragraph 11a of this Order. Particular attention should be given to previous formal findings. The CMC is concerned with the continuing trend of "Repeat" formal findings on the FSMAO analysis. This Headquarters shares that same concern.

8. Pre-analysis Brief. The analysis team conducts a pre-analysis brief (in-brief) with the Commanding Officer prior to commencing the analysis. Commodity-level in-briefs are provided after the commanding officer's formal in-brief. These briefs are provided to the supply section and the maintenance commodity sections to explain the FSMAO process to the skill level personnel and identify any liaison requirements. The following areas should normally be addressed during the in-brief:

a. FSMAO Analysis Team

(1) The expected duration of the analysis.

(2) Any clerical or administrative assistance required by the analysis team.

(3) General procedures to be used during the analysis.

b. Organization being analyzed

(1) Requests for special attention in particular areas.

(2) Known problem areas and action being taken or planned.

(3) Any areas or procedures unique to the organization.

9. Analysis Checklist. The checklist is a HQMC approved FSMAO "standardized checklist." The only exception to this rule are the HQMC directed special analysis of either the organizations which do not have the "standardized checklists," or of a specific issue/topic. The checklist utilized during the analysis provides the FSMAO team with the basis for preparing the formal analysis report. An original and one copy of the checklist will be provided to the commanding officer after the out-brief, and serve as an "informal report" of the analysis and as a record of the visit; specifically, all the reviewed data and noted discrepancies. The checklist may contain findings and recommendations not addressed in the formal analysis report. Immediate action should be initiated to correct noted discrepancies but no forwarding action or written response is required at this time. The checklist should be retained for reference and used in preparation for future inspections.

10. Critiques

a. Upon the conclusion of the analysis and prior to the out-brief with the commanding officer, the FSMAO team will normally critique at the working level, where the knowledge and experience have their greatest effects. The critique will cover all discrepancies noted to include those corrected during the analysis and those requiring further action.

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b. The analysis team will brief the commanding officer on the area(s) considered most significant that require command attention. During this brief the commanding officer will have the opportunity to request clarification on any findings or recommendations.

11. Formal Analysis Report. The formal analysis report only identifies those "significant" discrepancies contained in the associated checklist which meet the basic criteria contained in paragraph 3000.2e of reference (a). This criteria includes trends (vice random administrative error); fraud, waste, and abuse conditions (actual or potential); and mission impacting/readiness degrading conditions (actual or potential). The formal analysis report, when completed, will be forwarded by the OIC, FSMAO-1 to the Commanding General, Marine Corps Base via the commanding officer of the unit analyzed. Upon receipt of the formal analysis report, the following action will be taken:

a. The commanding officer of the analyzed unit will:

(1) Endorse the report in the format shown in the enclosure of this Order indicating concurrence or nonconcurrence on each formal finding/recommendation. Comments must explain corrective action taken or initiated, including estimated completion dates when appropriate. Comments indicating nonconcurrence must contain adequate substantiation and justification. "Nonconcurrences" with a formal finding or any associated recommendation should always be resolved at the lowest level possible (i.e., the unit analyzed). Paragraph 4001.1b(2)(a) of reference (a) applies.

(2) Forward the original and three copies of the formal analysis report within 30 days to the Commanding General (Assistant Chief of Staff, Logistics), Marine Corps Base. In instances where the ultimate addressee on the formal analysis report is other than the Commanding General, Marine Corps Base, forwarding instructions will be provided on the cover letter of the formal analysis report.

b. The Assistant Chief of Staff, Logistics will:

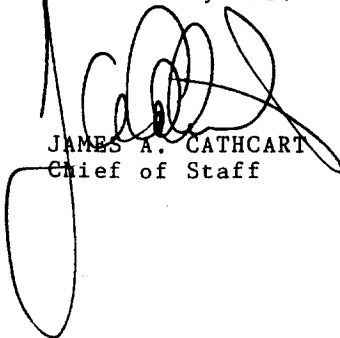
(1) Review the formal analysis report(s), and assign a rating of "Mission Capable" or "Not Mission Capable" per reference (a).

(2) Provide copies of the formal analysis report(s) to the Base Inspector.

(3) Within 30 days, review with the OIC, FSMAO and the commanding officer of the analyzed unit, any comments indicating nonconcurrence. Subsequently prepare an appropriate forwarding endorsement to the Commandant of the Marine Corps (LPP-1) explaining the Command position, or a return endorsement to the Commanding Officer of the analyzed unit recommending reevaluation of the nonconcurrence.

(4) Prepare endorsements to the CMC (LPP-1) for the Commanding General or the Chief of Staff signature for the formal analysis report(s) containing repeat findings from previous formal analysis.

(5) Maintain files of FSMAO formal analysis reports, associated checklist and subsequent endorsements for a minimum of three years.



JAMES A. CATHCART
Chief of Staff

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ENDORSEMENT FORMAT

FIRST ENDORSEMENT on FSMAO-1 ltr _____

From: Commanding Officer

To: Commanding General, Marine Corps Base, Camp Lejeune (AC/S, Logistics)

Subj: SUPPLY AND MAINTENANCE ANALYSIS REPORT _____

1. The following comments are provided to the recommendation(s) contained in the subject report:

a. RECOMMENDATION # _____: (Repeat recommendation)

RESPONSE: (Concur or non-concur statement, comments and estimated completion date)

b. RECOMMENDATION # _____: (Repeat recommendation)

RESPONSE: (Concur or non-concur statement, comments and estimated completion date)

Copy to:
OIC, FSMAO
CMC (LPP-1)

ENCLOSURE (1)